



PRESERVATION AND RESTORATION



WORKSHOP
Milwaukee, WI
May 14, 2022

The Questers International Policies:

22 PRESERVATION AND RESTORATION GRANTS FUND –

The purpose of the International Preservation and Restoration Fund is to fund the biennial International Grants. The name going forward shall be Preservation and Restoration Grants Fund. (Revised 5/15, 2/20)

- 22-A **PURPOSE OF PROGRAM** – The purpose of the Preservation and Restoration International Grants Fund program shall be to encourage historic preservation and restoration on the local level by the Chapters. International Grants shall be awarded for the preservation and restoration of artifacts, existing memorials, historic buildings, and landmarks. All Chapter projects receiving the Grants must be completed within one year from the date of the award. (9/98, revised 2/20, revised 6/20)
- 22-B **FUNDING OF PROGRAM** – The International portion of members' dues (\$2.50) allocated annually to the Preservation and Restoration International Grants Fund, combined with interest earned on Preservation and Restoration monies, donations, memorials, and honorariums, shall comprise International Grant awards monies. (9/98, revised 1/15, 5/15, 9/15, 9/19, 2/20)
- 22-C **NUMBER AND AMOUNT OF GRANTS** – The International Executive Board shall determine the number and amount of the grants to be awarded after reviewing the balance in the Preservation and Restoration International Grants Fund. The International Grants are awarded the second year of the International President's term (even-numbered years) in amounts from \$500 to \$5,000. (9/98, revised 9/02, 9/06, 1/15, 5/15, 2/20)
- 22-D **DISTRIBUTION OF GRANT** – International Grants shall not be distributed according to geographical regions, nor be denied to a specific Chapter or project for the reason of having received previous Quester grants. Any organization receiving the benefits of International Quester Grants shall be publicly owned or recognized by the United States Internal Revenue Service as a 501(c)(3). (9/98, revised 2/20)
- 22-E **MERIT OF PROJECT** – International Grants shall be determined on the merit of the project according to the recommendation of the International Preservation and Restoration Committee with final approval by the International Executive Board. (9/98, revised 1/01)
- 22-F **JUDGING COMMITTEE** – The Past International Presidents and the Immediate Past International President shall serve as the Judging Committee to rate the applications for International Grants. (9/98, revised 9/00, 9/04, 5/06)
- 22-G **DISTRIBUTION OF MONEY** – The amount of money available for distribution for International Grants in the even-numbered years shall be determined by the amount of monies in the International Preservation and Restoration Grants Fund with a cutoff date of January 31 of that year. The International Executive Board has the final decision. (Revised 5/15)
- 22-H **APPROVAL LETTER/FORM REQUIRED WITH GRANT APPLICATIONS**
- (1) In Chartered States/Provinces, the State/Provincial letter/form approving the Chapter's project and any fundraising done outside of the Chapter must accompany the Grant Application.
 - (2) In Unchartered States/Provinces, the International Executive Board's letter/form approving the project and any fundraising done outside the Chapter must accompany the Grant Application. (9/04, revised 2/20)
- 22-I **REVISIONS OF GUIDELINES/FORMS** – All requests for revisions of International Preservation and Restoration Grant Fund guidelines/forms shall be reviewed by the Judging Committee with the opinion of the majority brought before the International Executive Board for the final decision. (5/08, revised 2/20)

International Grant Application & Guideline Forms Definitions:

Acquisition: purchasing an item(s) that is authentic to the period depicted in the building or landmark.

Archival Properties: that which will protect items from light, humidity, dust, and any detrimental factors.

Authentic: having an undisputed origin, genuine.

Conservation: act or practice of protecting artifacts from deterioration.

New: of recent origin, recently made or produced, not using any original materials.

Painting—Cosmetic: to change the paint color for esthetic purposes.

Painting—Preserving: to protect structure/walls from deterioration and keeping the integrity of the structure.

Preservation: to keep in unaltered condition or original state; to protect from loss or depletion; to keep from deterioration or decay.

Renovate: to restore or revive to an earlier condition; to improve by repairing. (see restoration).

Replace: to provide a substitute or equivalent for the original object which is lost, depleted, or worn out.

Replication: to duplicate, copy, or repeat; the act or process of duplicating or reproducing something.

Reproduction: to produce a counterpart, image, or copy; to produce again, anew, or recreate.

Restoration: act or process of returning something to its original condition by repairing it, cleaning it, or removing evidence of other periods.

International Bylaws: Article II, Section 1:

The purposes of THE QUESTERS shall be to educate its members and the public with respect to places, objects, or events of historical significance; to support education in the fields of historic preservation and restoration; to support preservation and restoration; and to support such other related tax-exempt activities as the International Executive Board (IEB) may approve by resolution adopted by at least two-thirds of the membership of the IEB.

Questions:

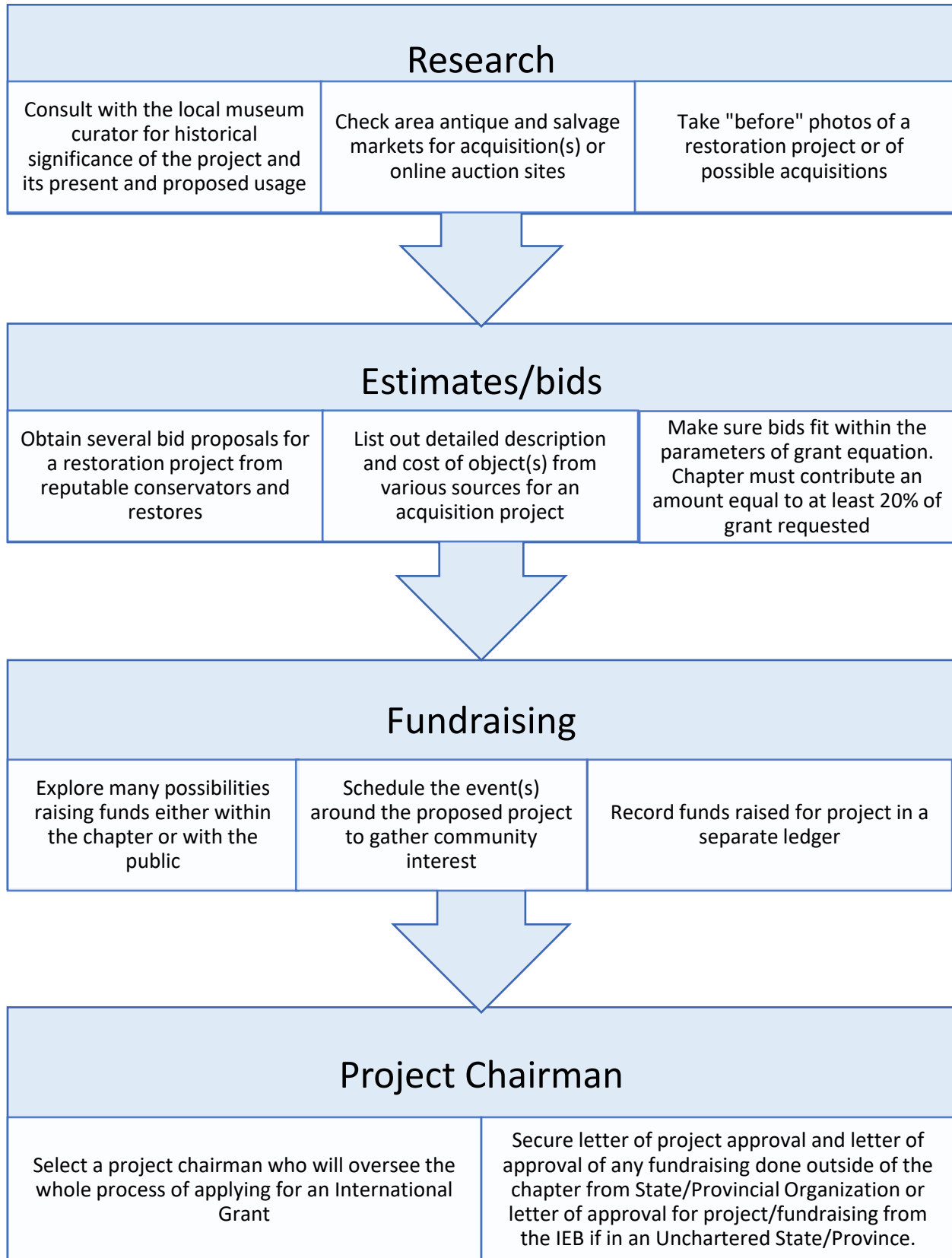
Are foundations publicly or privately owned?

They can be publicly or privately owned, so each applicant must research that foundation to find out the information. A foundation financially supported by an individual or an individual family is privately owned, a foundation funded by government entities, businesses and individuals is publicly owned. (501(c)(3) tax exempt does not mean it is publicly owned)

Are churches publicly or privately owned?

A church owned by the government entity is publicly owned and a church owned by a diocese is privately owned

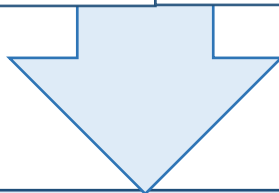
How are all the chapter members going to work toward this project?



Submitting an application

The following items must be submitted when applying for a grant: Application Form, Acquisition or Restoration Form, approval letters, estimates/bids, additional optional information sheet

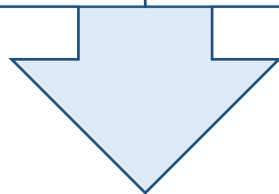
The application needs to be postmarked by November 15, 2023



Approval or not approved

The Past International Presidents will read and give a final score of each application. The final approval list is decided by the IEB depending on available funds.

If approved, a check will be given at the 2024 International convention. The chapter will have until May 1, 2025 to complete the project. Extensions may be given to incomplete projects.



Project completion (Six-month and Final)

A Six-month progress report should be submitted unless the project is completed then a Final Report may be sent.
A Final Report is due May 1, 2025.

The Final Report should include any additional photos of the completed project, publicity received, and final financial report



THE QUESTERS International Preservation & Restoration Grants

2024 GRANTS GENERAL INFORMATION ~ (For Questers Members Only)

CURRENT forms and guidelines are available at www.questers1944.org under “Grants.”

1. The purpose of the International Grants program shall be to encourage preservation and restoration by chapters in the United States and Canada.
2. International grants shall be awarded for the preservation and restoration of existing historic buildings, museums or landmarks and appropriate antique objects or artifacts for those structures which are a non-profit 501(c)(3) or publicly owned.
3. The program shall be funded by donations, memorials, and honorariums.
4. The number and total amount of grants shall be determined by the International Executive Board (IEB) based on the funds available as of January 31 of the second year of each administration (even numbered years). Grants are awarded in amounts from \$500.00 to \$5,000.00. A museum, historic house, or site can only receive up to \$5,000.00 in grant money in a cycle.
5. All completed Application forms shall be directed to the International P&R Chair. **COMPLETED APPLICATION FORMS MUST BE POSTMARKED ON OR BEFORE THE DEADLINE DATE OF NOVEMBER 15 OF ODD NUMBERED YEARS.**
6. Judging criteria has been developed by the IEB. International Grant Applications shall be judged on the merits of the individual projects proposed based upon the established judging criteria.
7. The Past International Presidents (PIPS) shall comprise the International Grants Judging Committee. Grants shall be ranked by a majority vote. The grants are subject to the final approval of the IEB. Following the International Convention at which awards are announced, letters will be sent to all project chairs whose applications do not conform to the judging criteria.
8. CURRENT Official Application forms and guidelines are available online or may be requested from the International P&R Chair.
9. A chapter must be chartered and have approved chapter policies on file at Headquarters for one year. Only one Grant Application per chapter may be submitted. Chapters shall not submit individual applications for the same project or receive reimbursement for completed projects.
10. International grants shall not be denied to a specific chapter or project because of having received a previous Questers grant nor because more than one chapter applied for a grant in that State/Province. Any previous chapter project awarded an International Grant must be completed before being eligible to apply for another International Grant Award. No chapter may apply for an International Grant to be given to a State/Provincial P&R Project.
11. Grants shall be announced at the Luncheon held during the International Convention in the even numbered years. The International Treasurer will mail the check to the member whose name is on the application after verifying that contact information is correct if not given at convention.
12. All chapter projects must be completed within one year from the date of the award. Chapters shall make a 6-month progress report by November 1 and a FINAL progress report by May 1 to the current P&R Grant Chair. Any unused Grant Award monies must be returned to the International Treasurer.
13. Disclaimer: The rules, definitions and regulations pertaining to the P&R Grants program are unique to THE QUESTERS organization and do not necessarily adhere to the rules, definitions, and regulations of other organizations. To be considered, applications must comply with the rules, definitions, and regulations of THE QUESTERS.



THE QUESTERS

(For Questers Members Only)

International Preservation & Restoration Grants Program 2024 OFFICIAL GRANTS APPLICATION GUIDELINES

- Applications must be typed. All questions must be answered and responses limited to the spaces provided.
- Dollar amounts must indicate if in USD or CAD. In the event of a Grant awarded to a Canadian chapter, the check will be issued in US funds and will reflect the currency rate on January 31 of the grant year.
- The Chapter must contribute to the project an amount equal to at least 20% of grant requested. (i.e., \$5,000 requested = Chapter contributes at least \$1,000).
- The application may be typed on the website form, downloaded, signed, and mailed to the International Preservation & Restoration Chair. The Final Report may be submitted online with a digital signature.
- Additional information beyond what is requested must be limited to one additional 8½" x 11" sheet typewritten on **ONE SIDE ONLY**.
- Photographs may only be submitted as part of that one page. (However, photographs are encouraged as a record of progress and may be requested of all completed projects.)
- A line drawing, if desired, may be submitted as the additional page.
- Applications postmarked after November 15 **WILL NOT** be considered. All application material submitted, including bids and photos, must be clear and able to be reproduced.
- Only one Grant Application per chapter may be submitted.
- **Grant Applications must be filled out by the Project Chair or a member of the chapter only.**
- All chapter projects must be completed within one year from the date of the award.
- Chapters shall make a 6-month progress report by November 1, 2024 and a FINAL progress report by May 1, 2025 to the current P&R Chair.
- Any unused Grants Award money must be returned to the International Treasurer.
- The P&R Chair will advise the chapter that the Grant Application has been received and is accepted as complete.

INTERNATIONAL BYLAWS - Article XVII - Section 6. Fundraising:

- A. Chapters in the Chartered States/Provinces that solicit support from other chapters or from the public for preservation and restoration projects must obtain prior written approval from the State/Provincial Board for each scheduled fundraiser and each specific preservation and restoration project.
- B. Chapters in Unchartered States/Provinces must obtain prior written approval from the IEB for each scheduled fundraiser and each specific preservation and restoration project.

A copy of the Project Approval Letter(s) from your State/Provincial Board (or the International Executive Board(IEB) for Unchartered States/Provinces) must be submitted with this application:

- 1. Project approval**
- 2. Fundraising approval if done OUTSIDE of the chapter**

Applications that do not TOTALLY COMPLY with instructions WILL NOT be considered. Return completed application with copies of required forms, letters, and any additional information to THE QUESTERS International P&R Chair. Keep a copy of this application for your file.

International Preservation & Restoration Grants Program

2024 OFFICIAL GRANTS APPLICATION GUIDELINES

THE FOLLOWING WILL BE CONSIDERED FOR FUNDING:

1. Appropriate antique objects or artifacts; authentic period items for existing historical buildings, museums and/or landmarks. Any organizations receiving the benefits of International Grants shall be publicly owned or recognized by the United States Internal Revenue Service as a 501(c)(3).
2. Restorative construction on historic buildings and/or landmarks of damaged section of windows and roof. If the whole roof cannot be repaired, the project must be period appropriate.
3. Restoration of historical features that are original to the property and limited to walkways, statuary, fountains, cast iron elements, arbors, gazebos, fencing and headstones.
4. Appropriate conservation cases (such as standing, wall or table cases) for the display of historic artifacts; archival supplies; ultraviolet window coverings.
5. Repair of irreplaceable artifacts for existing historic buildings or landmarks.
6. Replication/reproduction of interior design elements, such as wallpaper, floor coverings and window coverings, to match existing swatches or photographs from the subject historic properties or reproductions appropriate to the time period.
7. Painting/staining only if it matches previous color swatch to preserve historical buildings, museums, and/or landmarks.
8. Purchase of reproduction or period lighting for historic buildings.

THE FOLLOWING WILL NOT BE CONSIDERED FOR FUNDING:

1. Construction of new structures, new furniture, historically inappropriate new roofs, new windows, new objects/artifacts for the historical buildings, museums, or landmarks.
2. Administrative office equipment, supplies and printed material.
3. General facilities maintenance.
4. Speculative research (i.e. archaeological digs, investigative, individual or private research).
5. Cemetery plaques, new grave markers and footstones.
6. Interpretive panels or signage.
7. Gardens, plantings, landscaping, or cosmetic changes/additions.
8. Moving of historic buildings, landmarks and/or objects.
9. Historic buildings, landmarks or objects that are individually owned, leased or rented.
10. Purchase and/or installation of heating, cooling, security systems; sump pumps; motion detectors; new lighting.



2024 Questers International Grants

How to Apply

Postmark Deadline: November 15, 2023

1. You may complete the application by downloading the forms to your computer word processor or you can print the forms and complete on your typewriter.
2. Complete all information requested on all forms in the space provided.
 - a. Using the tab key, you can move from question to question.
 - b. All applications must be signed by hand by the Project Chairman and Chapter President.
 - c. After completion of all Grant Application Forms:
 - i. Print a copy for your records.
 - ii. Mail all completed applications to: P&R chair

For information contact: : p-r@questers1944.org

Email Applications will NOT be Accepted

3. Locate Application and all Grant documents on THE QUESTERS Web Site under PRESERVATION and RESTORATION tab, click on GRANTS, go to File, and click on print. Be sure to print the "How to Apply" and "General Guidelines." Download to your computer the Grants Application 2024 and Acquisition or Restoration page which can then be completed and printed.

4. Check List for Submission of Grants Application:

- All questions and hand-written signature areas completed
- The Chapter must raise/commit funds in an amount equal to at least 20% of the total grant requested (i.e., \$5,000 requested = at least \$1,000 raised by Chapter).
- 2024 Grants Application
- Acquisition or Restoration Form
- Approval Letter(s) -where applicable
- Additional Pertinent Information including any photo or swatch. ONE PAGE ONLY!
- Total Bid signed by a qualified restorer or conservator



International Preservation & Restoration Grants

~ 2024 APPLICATION ~

1. NAME OF PROJECT: _____

CIRCA: _____ DATE PROJECT ADOPTED: _____

a. Location: _____

b. Property Owner: _____

c. Ownership: 501(c)(3) non-profit _____ Publicly owned (government) _____

2. REASON FOR APPLICATION (Check one.) Restoration: _____ Acquisition: _____

3. NAME OF PROJECT CHAIR: _____

Chapter Name & Number: _____

Address: _____

Phone (Home): _____ (Cell): _____

E-mail: _____ Number of ACTIVE MEMBERS: _____

4. IF GRANT IS AWARDED, Name & address to which Check should be mailed (Note: checks are made payable to the chapter)

5. OTHER APPLICANT CHAPTER(S) Name, #, & Number of ACTIVE MEMBERS:

6. APPLICANT CHAPTER(S) INVOLVEMENT:

Volunteer hours: Only include hours members have spent in the last 2 yr. Grant Cycle for this APPROVED CURRENT PROJECT

1) Research regarding this project: _____

2) Fundraising: _____

3) Obtaining estimate: _____

4) Volunteering: _____

TOTAL VOLUNTEER HOURS: _____

International Preservation & Restoration Grants ~ 2024 APPLICATION

7. PROJECT FINANCES: The Chapter must contribute to the project an amount equal to at least 20% of grant requested. (i.e., \$5,000 requested = at least \$1,000 raised by Chapter).

a. Total cost estimate on enclosed bid for this project \$ _____

b. Amount of chapter(s) funds contributed for project (e.g. donations, fundraisers).. \$ _____

c. Amount of projected chapter(s) fundraising for project - \$ _____

Date(s) of future fundraiser(s) _____

d. Amount of State/Provincial Questers Grant for project (if applicable) \$ _____

e. Non-Questers Funding or Grantor & Amount \$ _____

f. Add together: 7b, 7c, 7d, 7e to equal at least 20% of 7a..... \$ _____

g. Grant Amount Requested (Subtract 7f from 7a) Amount is USD ____ or CAD ____ \$ _____

Describe how funds were raised: _____

8. ANY INVOLVEMENT WITH THIS PROJECT OTHER THAN WITHIN THE QUESTERS? Yes _____ No _____

Is any planned? Yes ___ No ___ If yes, describe planned activity: _____

9. ATTACH:

1. Letters of project approval from State/Provincial Board or current letter of approval from the International Executive Board if in an Uncharted State/Province.
2. Letter approving any fundraising done OUTSIDE of the Chapter.
3. Completed appropriate Restoration or Acquisition form.
4. Bid/Estimate.

10. THE QUESTERS RECOGNITION: Recognition that Questers will derive from this project (check all that apply):

Newspaper Article _____ TV/Radio Interview _____ Plaque or Sign at Site _____ Internet Recognition _____

11. PROJECTED DATE OF PROJECT COMPLETION, IF GRANT IS AWARDED: _____

Mail completed Grant Application postmarked by Nov. 15, 2023 to the International P&R Chair:

p-r@questers1944.org



The Questers International Grants ~ Acquisition 2024

1. OBJECT(S) TO BE ACQUIRED

A. Date of origin: _____

B. Proposed location: _____

2. DESCRIBE PROPOSED USES OF ACQUISITION(S)

3. COMMUNITY SIGNIFICANCE OR REASON FOR ACQUISITION(S)

4. DESCRIPTION: (Check those applicable)

Furnishing(s) _____ Purchase of authentic item _____

Collection(s) _____ Augment existing collection(s) _____

Further pertinent information may be submitted on one additional sheet which might include a line drawing or photo if desired.

5. PROJECT CHAIRMAN'S NAME _____

ADDRESS _____

CITY _____ STATE/PROVINCE _____ ZIP/POSTAL CODE _____

CHAPTER NAME _____ NUMBER _____

(Signature of Project Chairman)

6. SIGNATURE(S) OF CHAPTER PRESIDENT(S), CHAPTER NAME(S) AND NUMBER(S):

7. DATE OF APPLICATION SUBMITTED: _____

POSTMARK DEADLINE: NOVEMBER 15, 2023

MAIL TO: P&R Chair
p-r@questers1944.org



The Questers International Grants ~ Restoration 2024

1. NAME OF PROJECT, LOCATION, CIRCA:

2. PRESENT AND PROPOSED USAGE:

3. COMMUNITY SIGNIFICANCE (Historic, Architectural):

4. DESCRIBE RESTORATION in detail: Further pertinent information may be submitted on one additional sheet including a line drawing or photo if desired. Include samples of paint, fabric, wallpaper swatch, if applicable.

5. PROJECT CHAIRMAN'S NAME _____
ADDRESS _____
CITY _____ STATE/PROVINCE _____ ZIP/POSTAL CODE _____
CHAPTER NAME _____ NUMBER _____

(Signature of Project Chairman)

6. SIGNATURE(S) OF CHAPTER PRESIDENT(S), CHAPTER NAME(S) AND NUMBER(S):

7. DATE OF APPLICATION SUBMITTED: _____

POSTMARK DEADLINE: NOVEMBER 15, 2023

MAIL TO: P&R Chair

p-r@questers1944.org

phone:



QUESTERS - UNCHARTERED STATES REQUEST FOR APPROVAL OF PRESERVATION AND RESTORATION PROJECTS OR FUNDRAISERS

This request is in accordance with The Questers International Bylaws, Article XVII, Section 6, A, B, C, D as follows:

“Chapters in Chartered States / Provinces which solicit support from other chapters or from the public for preservation and/or restoration projects must obtain prior written approval for each scheduled fund raiser and each specific preservation and restoration project from the State/Provincial Executive Board. **Chapters in Unchartered States/Provinces must obtain written approval for each scheduled fund-raiser and each specific preservation and restoration project from the IEB.** Chapters may engage in fund-raising activities exclusively within the chapter membership to supplement their treasuries.”

Note: Chapters’ request should be submitted to the International President before September 1, January 1, or two weeks before the Questers International Convention for action during an IEB meeting.

TO: The International Executive Board Date _____ 20__

FROM: _____ # _____
Chapter Name Chapter Number

Chapter Project Chairman _____

Mailing Address _____

E-mail Address _____ Phone (____) _____ - _____

Request Approval: Fund raiser/ Date of Event: _____

OR P&R Project/Date Chapter Adopted _____

Description of-Fund Raising:

Description of P&R Project:

If a P&R Project, what is the estimated cost?

Chapter President Name

Signature

Approved: _____

Date: _____ 20__

By: _____ International President



Questers Volunteer Hours Log

Chapter: _____ #: _____ State/Province: _____

Enter hours in appropriate column

Date	Name	Project/Event	Length of Time (Hrs)				
			Research	Planning / Bids	Fundraising	Publicity / Quester Recognition	Community Education/Outreach
Totals:							
						Grand Total:	



Questers Instructions for International Grant Judging Committee

Before reviewing the eligible Grant Applications, which have been sent to you, please carefully read The Questers 2024 Official Application Guidelines and the 2024 General Guidelines, which are enclosed.

Evaluate each Grant Application using the Judging Aid/Ballot. Rate each application in these four areas:

1. Chapter Involvement (Volunteer Hours) are hours members have spent in the last 2 yr. Grant Cycle for this approved current project. Hours spent from the beginning of the project selection consists of:
 - Planning and executing fund raisers
 - Researching project materials
 - Obtaining quotes
 - Docent tour guides.
2. The Chapter must contribute to the project an amount equal to at least 20% of grant requested.
3. Historic Significance might consider the age and background of the piece or place along with the importance of it to the community.
4. Quester Recognition may include articles in local print media, interviews by local broadcast media or media, and plaques and/or signs giving The Questers recognition for their work and contributions.

Please use this “grading/point” system for each of the 4 criteria areas:

Excellent	5 points
Above Average	4 points
Average	3 points
Below Average.....	2 points
Poor	1 point
Does NOT Meet Guidelines.....	0 points

20 points would be a perfect score for each project (5 points in all 4 areas). It is possible that more than one project could receive the same number of points. Please be sure you have a point number for each of the 4 areas for each grant.

Please return the judging aid/ballot postmarked by March 15, 2022 to the International P & R Chairman in the self-addressed envelope. Thank you.

INTERNATIONAL POLICY 22 Preservation and Restoration Grants Fund

22F JUDGING COMMITTEE

1. The Past International Presidents and the Immediate Past President shall serve as the Judging Committee to rate the applications for International Grants. (9/98, revised: 9/00, 9/04, 5/06)

Rev 10-2020

Revised 05-16-2022 eps



DONATION FORM for THE QUESTERS International Funds

***CIRCLE the International Fund in the following list that is to receive your donation.
Use only one form and one check per donation.***

- ❖ **Preservation & Restoration/Grants Fund** – to fund the biennial International Grants.
- ❖ **Scholarship Fund**
- ❖ **Fellowship Fund**
- ❖ **210 (Headquarters) Maintenance Fund**
- ❖ **Educational Resources Fund**

Make checks payable to: THE QUESTERS

In the memo line of your check, print the “name of the fund” you have chosen for the donation.

Mail donation and form to: The Questers Headquarters

210 South Quince Street, Philadelphia, PA 19107-5534

Please PRINT and fill in only the applicable lines.

CHECK Information - Amount \$ _____ Check # _____

DONATION is FROM:

A Chapter – Name & Number _____

Treasurer's Name _____

Treasurer's Address _____

Or State/Provincial Organization – Name _____ Treasurer's Name _____

Treasurer's Address _____

Or Personal Donation – Name _____ If a Quester, chapter # _____

Individual's Address _____

Complete if the DONATION is given:

In Honor of: _____ If a Quester, chapter name or # _____

Reason for the Honor: _____

In Memory of: _____ If a Quester, name chapter _____

Send Acknowledgment to: _____

Address _____

Relationship to honoree/deceased (spouse, friend, chapter member) _____

Thank You for Supporting THE QUESTERS International Funds.